

Report Date: 25 Mar 2014

Summary Report for Individual Task
551-88H-3506
Inspect Cargo Checker's Tally for Correctness
Status: Approved

DISTRIBUTION RESTRICTION: Approved for public release; distribution is unlimited.

DESTRUCTION NOTICE: None

Condition: Assigned as a Section Chief in an operational environment, during day or night, in normal weather conditions, given a completed risk assessment, safety briefing, an operation order/plan, cargo, tally sheet, DD Form 1384 (Transportation Control and Movement Document), clipboard, pen or pencil, and TC 4-13.17. This task should not be trained in MOPP 4.

Standard: Inspect cargo checker's tally for correctness without injury to personnel or damage to equipment.

Special Condition: None

Safety Level: Low

MOPP: Never

| |
|------------------------|
| Task Statements |
|------------------------|

Cue: You are assigned as a Section Chief tasked with inspecting the Cargo Checker's tally for correctness.

DANGER

Adhere to all DANGER statements listed in the technical manuals and field manuals applicable to this procedure. Failure to comply may result in injury to personnel or damage to the equipment.

WARNING

Adhere to all WARNING statements listed in the technical manuals and field manuals applicable to this procedure. Failure to comply may result in injury to personnel or damage to the equipment.

CAUTION

Adhere to all CAUTION statements listed in the technical manuals and field manuals applicable to this procedure. Failure to comply may result in injury to personnel or damage to the equipment.

Remarks: None

Notes: None

Performance Steps

1. Ensure the correct tally method (package, block, straight or unit) is used (see Figures 3-160 through 3-163).

| TRANSPORTATION CONTROL AND MOVEMENT DOCUMENT | | | | | | | | | | | | | | | | | PAGE NO. | |
|--|-----------------------|--|----------------------------|-----------------------|----------------------------------|--|-----------------------|-----------------------------------|-----------------------|-------------|---|------------------------|--|------------------------|---|--|----------|--|
| 1. Doc Id TX1 | 2. Trlr Cont | 3. Consignor A26TBE | | | 4. Comm-Spec Hdg 722Z9 | | | 5. Air Dim | 6. POE 1MJ | | | 7. POD RG1 | | | | | | |
| 8. Mode B | 9. Pack PC | 10. Trans Control No. AK4224107000031XXX | | | 11. Consignee AK4224 | | | 12. Pri 3 | 13. RDD 130 | 14. Proj | 15. Date Shpd 077 | 16. ETA | 17. Tr Acct A205 | | | | | |
| 18. Carrier | | 19. Flight-Truck-Voy Doc No. | | | 20. Ref | 21. Remarks | | | | | | 22. Pieces 5 | 23. Weight 1432 | 24. Cube 461 | | | | |
| 25 a. Tranship Point (1) 1MJ | | b. Date Rec 078 | c. Bay Whse C-23 | d. Date Shpd | e. Mode Carrier TRUCK | f. Flight-Truck-Voy Doc No. GBLG788760 | | | g. Ref. | h. Stow Loc | i. Split | j. Cond | k. Signature-Remarks R. L. Jones | | | | | |
| 26 a. Tranship Point (2) | | b. Date Rec | c. Bay Whse | d. Date Shpd | e. Mode Carrier | f. Flight-Truck-Voy Doc No. | | | g. Ref. | h. Stow Loc | i. Split | j. Cond | k. Signature-Remarks | | | | | |
| 27 a. Tranship Point (3) | | b. Date Rec | c. Bay Whse | d. Date Shpd | e. Mode Carrier | f. Flight-Truck-Voy Doc No. | | | g. Ref. | h. Stow Loc | i. Split | j. Cond | k. Signature-Remarks | | | | | |
| 28. Consignee | | | | | 30. Condition | | | 31. Remarks | | | | | | | | | | |
| 32. Doc Id | 33. Trailer-Container | 34. Consignor Comm Abbr Other | 35. Commodity Spec Hdg | 36. VOY NO. Air Dim a | 37. POE b | 38. POD | 39. M O D E Type Pack | 40. Transportation Control Number | 41. Consignee | 42. p R I | 43. REMARKS AND/OR Stow Loc a b c d e | | | | 44. ADDITIONAL REMARKS OR Pieces a Weight b Cube c | | | |
| Demand Short over | | | | | | | | | | | | | | | | | | |
| 1 2 3 4 5 3 | | | | | | | | | | | | | | | | | | |
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Figure 3-160
Package Tally Method

| TRANSPORTATION CONTROL AND MOVEMENT DOCUMENT | | | | | | | | | | | | | | | | | PAGE NO. | |
|--|-----------------------|--|----------------------------|-----------------------|----------------------------------|--|-----------------------|-----------------------------------|-----------------------|-------------|---|--------------------------|---|------------------------|---|--|----------|--|
| 1. Doc Id TX0 | 2. Trlr Cont | 3. Consignor A33HRV | | | 4. Comm-Spec Hdg 51AZ9 | | | 5. Air Dim | 6. POE 1MJ | | | 7. POD RG1 | | | | | | |
| 8. Mode A | 9. Pack CS | 10. Trans Control No. AT88879004002XXX | | | 11. Consignee AT8887 | | | 12. Pri 057 | 13. RDD 020 | 14. Proj | 15. Date Shpd 020 | 16. ETA 3 | 17. Tr Acct A205 | | | | | |
| 18. Carrier | | 19. Flight-Truck-Voy Doc No. | | | 20. Ref | 21. Remarks | | | | | | 22. Pieces 297 | 23. Weight 21,392 | 24. Cube 573 | | | | |
| 25 a. Tranship Point (1) 1MJ | | b. Date Rec 023 | c. Bay Whse O-42 | d. Date Shpd | e. Mode Carrier TRUCK | f. Flight-Truck-Voy Doc No. GBLG788760 | | | g. Ref. | h. Stow Loc | i. Split | j. Cond | k. Signature-Remarks J. A. Bond | | | | | |
| 26 a. Tranship Point (2) | | b. Date Rec | c. Bay Whse | d. Date Shpd | e. Mode Carrier | f. Flight-Truck-Voy Doc No. | | | g. Ref. | h. Stow Loc | i. Split | j. Cond | k. Signature-Remarks | | | | | |
| 27 a. Tranship Point (3) | | b. Date Rec | c. Bay Whse | d. Date Shpd | e. Mode Carrier | f. Flight-Truck-Voy Doc No. | | | g. Ref. | h. Stow Loc | i. Split | j. Cond | k. Signature-Remarks | | | | | |
| 28. Consignee | | | | | 30. Condition | | | 31. Remarks | | | | | | | | | | |
| 32. Doc Id | 33. Trailer-Container | 34. Consignor Comm Abbr Other | 35. Commodity Spec Hdg | 36. VOY NO. Air Dim a | 37. POE b | 38. POD | 39. M O D E Type Pack | 40. Transportation Control Number | 41. Consignee | 42. p R I | 43. REMARKS AND/OR Stow Loc a b c d e | | | | 44. ADDITIONAL REMARKS OR Pieces a Weight b Cube c | | | |
| (48) 1111 11 + 46 = 297 | | | | | | | | | | | | | | | | | | |
| SAMPLE | | | | | | | | | | | | | | | | | | |
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Figure 3-161
Block Tally Method

| TRANSPORTATION CONTROL AND MOVEMENT DOCUMENT | | | | | | | | | | | | | | | | | PAGE NO. | |
|--|-----------------------|--|----------------------------|-----------------------|-----------------------------------|--|-------------|-----------------------------------|-------------------------|-------------|---|----------------------------|--|--------------------------|---|--|----------|--|
| 1. Doc Id TX1 | 2. Trlr Cont | 3. Consignor A33HRV | | | 4. Comm-Spec Hdg 733ZZ9 | | | 5. Air Bin | 6. POE 2DC | | | 7. POD KF1 | | | | | | |
| 8. Mode B | 9. Pack CS | 10. Trans Control No. AK73212026003XXX | | | 11. Consignee AK9321 | | | 12. Pri | 13. R00 071 | 14. Proj | 15. Date Shpd 030 | 16. ETA 3 | 17. Tr Acct A205 | | | | | |
| 18. Carrier | | 19. Flight-Truck-Voy Doc No. | | | 20. Ref | 21. Remarks | | | 22. Pieces 81 | | | 23. Weight 9,372 | | 24. Cube 1,281 | | | | |
| 25 a. Tranship Point (1) 2DC | | b. Date Rec 033 | c. Bay Whse A-19 | d. Date Shpd | e. Mode Carrier TRUCK | f. Flight-Truck-Voy Doc No. GBLG788760 | | | g. Ref. | h. Stow Loc | i. Split | j. Cond | k. Signature-Remarks T. M. Cox | | | | | |
| 26 a. Tranship Point (2) | | b. Date Rec | c. Bay Whse | d. Date Shpd | e. Mode Carrier | f. Flight-Truck-Voy Doc No. | | | g. Ref. | h. Stow Loc | i. Split | j. Cond | k. Signature-Remarks | | | | | |
| 27 a. Tranship Point (3) | | b. Date Rec | c. Bay Whse | d. Date Shpd | e. Mode Carrier | f. Flight-Truck-Voy Doc No. | | | g. Ref. | h. Stow Loc | i. Split | j. Cond | k. Signature-Remarks | | | | | |
| 28. Consignee | | | | | 30. Condition | | | 31. Remarks | | | | | | | | | | |
| 32. Doc Id | 33. Trailer-Container | 34. Consignor Comm Abbr Other | 35. Commodity Spec Hdg | 36. VOY NO. Air Bin a | 37. POE b | 38. POD | 39. M O D E | 40. Transportation Control Number | 41. Consignee | 42. p R I | 43. REMARKS AND/OR Stow Loc R00 a Proj b Shpd c ETA d Tac e | | | | 44. ADDITIONAL REMARKS OR Pieces a Weight b Cube c | | | |
| | | | | | | | | | | | SAMPLE | | | | | | | |
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Figure 3-162
Straight Tally Method

| TRANSPORTATION CONTROL AND MOVEMENT DOCUMENT | | | | | | | | | | | | | | | | | PAGE NO. | |
|---|-----------------------|--|---|-----------------------|----------------------------------|--|-------------|-----------------------------------|------------------------|-------------|---|-----------------------------|---|--------------------------|---|--|----------|--|
| 1. Doc Id TV0 | 2. Trlr Cont | 3. Consignor A25TBB | | | 4. Comm-Spec Hdg 867ZZ | | | 5. Air Bin | 6. POE 1GC | | | 7. POD JF1 | | | | | | |
| 8. Mode D | 9. Pack VO | 10. Trans Control No. AK43349209001XXX | | | 11. Consignee AK4334 | | | 12. Pri 3 | 13. R00 253 | 14. Proj | 15. Date Shpd 221 | 16. ETA 2 | 17. Tr Acct A205 | | | | | |
| 18. Carrier | | 19. Flight-Truck-Voy Doc No. | | | 20. Ref | 21. Remarks | | | 22. Pieces 1 | | | 23. Weight 12,880 | | 24. Cube 1,690 | | | | |
| 25 a. Tranship Point (1) S.S. NEVERSAIL | | b. Date Rec 260 | c. Bay Whse | d. Date Shpd | e. Mode Carrier | f. Flight-Truck-Voy Doc No. GBLG788760 | | | g. Ref. | h. Stow Loc | i. Split | j. Cond | k. Signature-Remarks G. R. Miller | | | | | |
| 26 a. Tranship Point (2) JF1 | | b. Date Rec 261 | c. Bay Whse YARD | d. Date Shpd | e. Mode Carrier | f. Flight-Truck-Voy Doc No. | | | g. Ref. | h. Stow Loc | i. Split | j. Cond | k. Signature-Remarks C. L. Ruff | | | | | |
| 27 a. Tranship Point (3) | | b. Date Rec | c. Bay Whse | d. Date Shpd | e. Mode Carrier | f. Flight-Truck-Voy Doc No. | | | g. Ref. | h. Stow Loc | i. Split | j. Cond | k. Signature-Remarks | | | | | |
| 28. Consignee | | | | | 30. Condition | | | 31. Remarks | | | | | | | | | | |
| 32. Doc Id | 33. Trailer-Container | 34. Consignor Comm Abbr Other | 35. Commodity Spec Hdg | 36. VOY NO. Air Bin a | 37. POE b | 38. POD | 39. M O D E | 40. Transportation Control Number | 41. Consignee | 42. p R I | 43. REMARKS AND/OR Stow Loc R00 a Proj b Shpd c ETA d Tac e | | | | 44. ADDITIONAL REMARKS OR Pieces a Weight b Cube c | | | |
| TV5 | | | M352672 | 71GC | JF1 | 3 | VO | AK43349209001XXX | AK4334 | 3 | 00253LO96W111N USA | | | | 4L7671 | | | |
| | | | NOTE: Left side of windshield broken | | | | | | | | SAMPLE | | | | | | | |
| | | | Left headlight broken | | | | | | | | | | | | | | | |
| | | | Hood dented - C. L. Ruff | | | | | | | | | | | | | | | |

Figure 3-163
Unit Tally Method

2. Ensure discrepancies are properly recorded on DD Form 1384 and the tally sheet.
3. Ensure legibility of all entries on DD Form 1384 and the tally sheet.
4. Ensure Line 25 (blocks a through k) on DD Form 1384 is filled out completely.
5. Ensure the hatch checker pulls one copy of DD Form 1384 and attaches the remainder of the copies to the shipment.
6. Ensure container seal numbers are checked and properly annotated on DD Form 1384 and the tally sheet.
Note: Seal number is recorded in Block 43.
7. Ensure the chief checker has prepared a consolidated tally list and turned it in to the documentation section.

(Asterisks indicates a leader performance step.)

Evaluation Guidance: Score the Soldier GO if all performance steps are passed (P). Score the Soldier NO-GO if any performance step is failed (F). If the Soldier fails any step, show what was done wrong and how to do it correctly.

Evaluation Preparation: Ensure that all materials required to perform the task are available. Tell the Soldier that he/she will be evaluated on inspecting cargo checker's tally for correctness.

| PERFORMANCE MEASURES | GO | NO-GO | N/A |
|--|----|-------|-----|
| 1. Ensured the correct tally method was used. | | | |
| 2. Ensured discrepancies were properly recorded on DD Form 1384 and the tally sheet. | | | |
| 3. Ensured legibility of all entries on DD Form 1384 and the tally sheet. | | | |
| 4. Ensured Line 25 (blocks a through k) on DD Form 1384 was filled out completely. | | | |
| 5. Ensured the hatch checker pulled one copy of DD Form 1384 and attached the remainder of the copies to the shipment. | | | |
| 6. Ensured container seal numbers were checked and properly annotated on DD Form 1384 and the tally sheet. | | | |
| 7. Ensured the chief checker prepared a consolidated tally list and turned it in to the documentation section. | | | |

Supporting Reference(s):

| Step Number | Reference ID | Reference Name | Required | Primary |
|-------------|--------------|--|----------|---------|
| | DD FORM 1384 | Transportation Control and Movement Document | Yes | No |
| | TC 4-13.17 | Cargo Specialist's Handbook | Yes | No |

Environment: Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to FM 3-34.5 Environmental Considerations and GTA 05-08-002 ENVIRONMENTAL-RELATED RISK ASSESSMENT.

AR 200-1 delineates TRADOC responsibilities to integrate environmental requirements across DOTMLPF and ensures all training procedures, training manuals, and training doctrine includes sound environmental practices and considerations. The Army's environmental vision is to be a national leader in environmental and natural resource stewardship for present and future generations as an integral part of all Army missions. Environmental protection is never completed. Continuously be alert to ways to protect our environment and reduce waste.

Leaders must ensure that their unit has an active and strong environmental program. They must understand the laws and know what actions to take. Leaders bring focus, direction, and commitment to environmental protection. Commanding officers should ensure the following environmental programs are in place and are being maintained:

- Hazardous materials program.
- Hazardous waste program.
- Hazardous communications program.
- Pollution prevention and hazardous waste minimization recycling program.
- Spill prevention and response plan program.

Safety: In a training environment, leaders must perform a risk assessment in accordance with FM 5-19, Risk Management. Leaders will complete a DA Form 7566 COMPOSITE RISK MANAGEMENT WORKSHEET during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, Multiservice Tactics, Techniques, and Procedures for Nuclear, Biological, and Chemical (NBC) Protection, FM 3-11.5, Multiservice Tactics, Techniques, and Procedures for Chemical, Biological, Radiological, and Nuclear Decontamination.

All operations will be performed to protect and preserve Army personnel and property against accidental loss. Procedures will provide for public safety incidental to Army operations and activities and safe and healthful workplaces, procedures, and equipment. Observe all safety and/or environment precautions regarding electricity, cable, and lines. Provide ventilation for exhaust fumes during equipment operation and use hearing protection when required IAW AR 385-10, the

Clean Air Act (CAA) and the CAA amendments, and the OSHA Hazard Communication standard.

Accidents are an unacceptable impediment to Army missions, readiness, morale, and resources. Decision makers at every level will employ risk management approaches to effectively preclude unacceptable risk to the safety of personnel and property affiliated with this task.

- (a) Take personal responsibility.
- (b) Practice safe operations.
- (c) Recognize unsafe acts and conditions.
- (d) Take action to prevent accidents.
- (e) Report unsafe acts and conditions.
- (f) Work as a team.

Prerequisite Individual Tasks : None

Supporting Individual Tasks :

| Task Number | Title | Proponent | Status |
|--------------------|---|-----------------------------------|--------------------|
| 551-88H-1516 | Tally Cargo | 551 - Transportation (Individual) | Analysis Completed |
| 551-88H-1507 | Check Cargo into In-Transit Storage Area | 551 - Transportation (Individual) | Analysis Completed |
| 551-88H-1510 | Record Onward Movement of Cargo on DD Form 1384 | 551 - Transportation (Individual) | Analysis Completed |

Supported Individual Tasks : None

Supported Collective Tasks :

| Task Number | Title | Proponent | Status |
|--------------------|--|----------------------------------|---------------|
| 55-5-1410 | Provide Cargo Documentation for Cargo Being Loaded, Discharged, and Transshipped | 55 - Transportation (Collective) | Approved |
| 55-5-0037 | Provide In-Transit Visibility | 55 - Transportation (Collective) | Approved |
| 55-6-0011 | Maintain Cargo Accountability | 55 - Transportation (Collective) | Approved |